

DCMDE

COMMERCIAL PURCHASE CARD PROGRAM



DCMDE-DAB Internal Procedures for using the International Merchant Purchase Authorization Card (I.M.P.A.C.)

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495 Summer St.
Boston, MA 02210-2184
PH 617-753-4330
FAX 617-753-4415

TABLE OF CONTENTS

01. INTRODUCTION	03
02. DEFINITION	03
03. USE OF THE L.M.P.A.C.	05
04. SETTING UP THE L.M.P.A.C. ACCOUNT	06
05. DELEGATION OF AUTHORITY	07
06. TRAINING REQUIREMENTS	07
07. STANDARDS OF CONDUCT	08
08. PROCUREMENT INTEGRITY	08
09. DOLLAR LIMITS ASSOCIATED WITH THE L.M.P.A.C.	08
10. REFUNDS OR REBATES	10
11. AUTHORIZED USE OF THE L.M.P.A.C.	10
12. NONAUTHROIZED USE OF THE L.M.P.A.C.	11
13. L.M.P.A.C. CHECK	11
14. ACQUISITION PROCEDURES FOR USE WHEN PAYING WITH THE L.M.P.A.C.	11
15. DOCUMENTATION, RECONCILIATION, AND PAYMENT PROCEDURES	14
16. BILLING ERRORS AND DISPUTES	17
17. PURCHASE CARD SUSPENSION POLICY	17
18. USE OF L.M.P.A.C. FOR CONTINGENCY OPERATIONS	17
19. CARD REISSUE	18
20. LOST OR STOLEN CARDS	18
21. L.M.P.A.C. SECURITY	19
22. SEPARATION OF CARDHOLDER AND APPROVING/BILLING OFFICIAL	19
23. VERIFICATION OF CARDHOLDERS	20
24. NONAUTHORIZED PURCHASE OR CARELESS USE OF THE L.M.P.A.C.	20
25. VIOLATION OF GSA-DCMDE L.M.P.A.C. PROCEDURES	20
26. L.M.P.A.C. SURVEILLANCE REQUIREMENTS	20

DCMDE

INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD PROCEDURES

1. INTRODUCTION

A. The General Services Administration (GSA), Federal Supply Service, awarded a single schedule contract **GS-23F-98002** for Governmentwide Commercial Credit Card Service to **US Bank**. The contract provides commercial credit cards and associated services to military members and Federal civilian employees to pay for official government purchases.

B. References.

1. Federal Acquisition Regulation (FAR)
2. Under Secretary of Defense's Purchase Card Reengineering Implementation Memorandum #s 1-6
3. DOE's Federal Energy Management Program Buying Energy Efficient Products
4. DoD Financial Management Regulation, DoD 7000.14-R, Volume 5, Disbursing Policy and Procedures.

2. DEFINITIONS

A. **US BANK:** **US Bank** maintains all I.M.P.A.C. accounts, issues cards to cardholders, sends monthly statements to cardholders, Approving/Billing officials, and contract/finance offices; pays merchants in a timely manner; and receives reimbursements from all defense accounting offices.

B. **International Merchant Purchase Authorization Card (I.M.P.A.C.):** I.M.P.A.C. is the official Governmentwide credit card. The abbreviation "I.M.P.A.C.®" is printed on all credit cards and will also appear on most forms provided by **US Bank**.

C. **Cardholder:** The cardholder is the individual to whom an I.M.P.A.C. is issued. The I.M.P.A.C. bears this person's name and may only be used by this individual to pay for authorized U.S. Government purchases in compliance with the Federal Acquisition Regulation (FAR), and applicable DLA regulations and procedures.

D. **Billing Account Statement (BAS):** **US Bank** Official Billing Statement to Approving/Billing Official.

E. **Approving/Billing Official:** The Approving/Billing Official is the individual who (a) reviews, approves, and certifies the cardholder's monthly statement of purchases charged to the card, (b) serves as liaison with the individuals identified in this section, and (c) is responsible for notifying the APC when a card is to be cancelled. They are also responsible for verifying that the cardholder(s) receives training and policy manuals. They ensure cards issued under their authority are used properly. As they are appointed as "Certifying Officers", they will receive the official billing statement and authorize payment to I.M.P.A.C. Card Services. The approving/billing official will assist the cardholder in resolving disputed

payments. The approving/billing official has authority to request the I.M.P.A.C. Program Coordinator to instruct **US BANK** to cancel an I.M.P.A.C. at any time. A cardholder cannot be his/her own approving/billing official nor can anyone be an approving/billing official for his/her immediate supervisor. An alternate approving/billing official shall be designated in writing to avoid statement processing delays and late payment penalties. The approving/billing official shall be of a higher grade than the cardholders under their responsibility.

F. Head of the Contracting Activity (HCA): The appropriate HCA (or authorized designee) will issue the required delegation of authority to cardholders. The delegation will specify the authority being delegated and any limitations, subject to the provisions of paragraph 5.

G. Cardholder's Statement of Account (SOA): The statement of account is a monthly listing of all payments authorized for purchases and credits made by the cardholder and billed by the merchant.

H. Dispute Officer: The **APC** coordinates and monitors all disputed purchases, credits, or billing errors.

I. Agency Program Coordinator (APC): The Agency Program Coordinator administers the I.M.P.A.C. program, furnishes training for implementation, and serves as the liaison between **US BANK**, and the GSA Contracting Officer. Changes and deviations to the I.M.P.A.C. Procedures must be approved by the HCO. This individual provides local I.M.P.A.C. establishment, training, and surveillance.

DCMDE Agency Program Coordinator

Primary: Mr. John C. Miller Telephone: (617)-753-4330

Alternate: Ms. Constance Kiernan (617)-753-4332

Address: DCMDE-DAB 495 Summer St. Boston, MA 02210-2184

J. Merchant Category Code (MCC): **US BANK** categorizes each merchant according to the type of business the merchant is engaged in and the kind of goods and services provided. **US BANK** then assigns to each a corresponding merchant type code. These codes will be used as an activity type code on an individual's card to flag those merchants that are unauthorized for that cardholder. The codes assigned to cardholders shall be tailored to reflect their duties and the mission of their office/activity. **Assignment and changes to the MCC will only be authorized by the approving/billing official request to the agency program coordinator.**

K. Purchase Log: Form on which cardholders record information applicable to I.M.P.A.C. purchases (see encl. 3).

L. Corporate Payment System (CPS): A seven level reporting hierarchy with a two level billing hierarchy allowing Government maximum flexibility to develop and meet organizational needs.

M. Bulk Funding: Specific fund reservation (obligation or formal commitment) posted to the official accounting records prior to purchases being made. Bulk funding may be made in monthly/quarterly increments.

N. Comprehensive Procurement Guidelines (CPG) Products: DLA's CPG guidance list the environmentally preferable products and services that Federal personnel are to purchase in lieu of products made with virgin material. DLA's CPG guidance may be obtained on the web site at www.caae.hq.dla.mil or by calling DSN 427-6256 Comm: (703) 767-6256.

O. Energy Efficient. Products that reduce energy consumption over standard alternatives.

P. Energy Efficient Products (buying). DOE's Federal Energy Management Program's (FEMP) *Buying Energy Efficient Products* contains product energy efficiency recommendations for products that Federal Personnel are to use when purchasing energy-consuming equipment. DOE's FEMP recommendations may be obtained at www.eren.doe.gov/femp/procurement or by calling (202) 586-4858.

Q. I.M.P.A.C. Surveillance Checklist. Checklist used to document compliance with GSA/DCMDE procedures associated with the I.M.P.A.C. program (see encl. 4).

3. USE OF THE I.M.P.A.C.

A. The I.M.P.A.C. credit card is the primary method of purchase for over-the counter or telephone/electronic purchases when the supplies or non-personal services are immediately available and a single delivery and payment will be made, and that are within the micro-purchase dollar limits. It shall also be used as the method of payment for all awards/orders valued at or below \$2,500. The decision to not utilize the I.M.P.A.C. card as a purchase or payment instrument for purchases at/below \$2,500 requires a written determination by the local commander or director. The purchase card is also encouraged for use as a payment vehicle for contracts that exceed the micropurchase threshold, subject to inclusion of such provisions in the terms and conditions of the applicable contract. The DoD Financial Management Regulation, par. 120401(B), restricts I.M.P.A.C. use to "small transactions, one payment, off-the-shelf-items, and small repairs." It shall be used in place of a Standard Form 44, or cited as the method of payment on purchase orders. I.M.P.A.C. may be used to pay for orders placed against established sources of supply (see FAR Part 8) only when authorized by the pertinent contract or regulation. DFAS R 177-102, par. 21-74(d)(4), also prohibits selling or reissuing items obtained with the I.M.P.A.C. unless written approval is received from DFAS-DE/ANAA.

B. The purchase card may also be used to pay for orders against established contracts and agreements (e.g., Federal Supply Schedules, blanket purchase agreements, and indefinite delivery-type contracts), if authorized by the terms of the

contract or agreement, up to the simplified acquisition threshold. The purchase card may also be used for overseas purchases up to \$25,000, IAW DFARS 213.301. The I.M.P.A.C. card is also encouraged for use as a payment vehicle for contracts that exceed the micropurchase threshold, subject to the inclusion of such provisions in the terms and conditions of the applicable contract. Additionally, the purchase card shall also be the means of payment for all commercial training requests using DD Form 1556 valued at or below \$25,000.

C The I.M.P.A.C. can be used to pay for supplies or non-personal services acquired using oral solicitation procedures. Without exception, the I.M.P.A.C. shall only be used to pay for authorized U.S. Government Purchases.

D. The I.M.P.A.C. may not be used for purchase of individual travel (air fares, lodging and meals) that is restricted to the travel purchase card. Lodging and transportation may be purchased under Agency contingency/exercise operations only with approval from the APC.

E. THE I.M.P.A.C. SHALL NOT BE USED FOR CASH ADVANCES AT ANY TIME.

F. When utilizing the I.M.P.A.C. to purchase information technology (IT) products ensure the items are Y2K compliant in accordance with FAR part 39. Prior to making purchases for IT products request Y2K certification/warranty information from the vendor. If the vendor certifies and warrants the IT product as Y2K compliant then the purchase is authorized. The I.M.P.A.C. can not be utilized to purchase IT products which are not Y2K compliant. Maintain Y2K certification/warranty documentation for the length of the warranty period.

G. Use of a purchase card does not negate the applicability of acquisition regulations, which govern Government purchases. Of particular note, utilization of the purchase card does not eliminate 1) FAR Part 8 requirements specifying orders of precedence Government organizations will adhere to when acquiring needed supplies and services, 2) ordering requirements for items specified in the CPG and DOE FEEM, and 3) requirements for Y2K compliance (see FAR Part 39) for IT products.

4. SETTING UP THE I.M.P.A.C. ACCOUNT

a. US Bank will provide the Agency Program Coordinator with all the necessary application and maintenance forms. The APC will provide these forms to requesting activities when setup or maintenance of either approving/billing officials or cardholders when required. The forms will be completed by the approving/billing official. When the form is forwarded to setup a new account, a card is mailed in approximately 10 business days after I.M.P.A.C. Card Services receives the request. Upon receipt of the card, the cardholder must contact I.M.P.A.C. Card Services by using the toll-free number 1-888-994-6722 to activate the credit card. The cardholder must know their single purchase limit and monthly limit to activate the card.

b. For any required maintenance to established accounts, the maintenance form must be completed by the approving/billing official and submitted to the APC. Any changes submitted to I.M.P.A.C. Card Services will become effective the following business day. If received by I.M.P.A.C. after 7:00 p.m., the change will take effective in two business days.

5. DELEGATION OF AUTHORITY

The HCA, or the authorized designee may delegate authority to make purchases up to \$2,500 to be paid for using the credit card to individuals who have a need for the authority once they have completed the mandatory training requirements. This authority will be delegated by issuance of a delegation letter (encl. 1) which will specify the dollar limits the cardholder must abide by. Billing/Approving Officials will be appointed by issuance of a appointment letter (encl. 2) and shall complete a DD Form 577 (Signature Card).

6. TRAINING REQUIREMENTS

Individuals that have not taken formal training courses on micropurchases, basic procurement and/or contracting must receive formal training with a minimum of four (4) hours of DCMDE developed training. DCMDE orientation and training will be provided by the Agency Program Coordinator. They shall provide information and basic instructions on how to use this card to cardholders and approving/billing officials in accordance with agency policy.

All cardholders and approving/billing officials shall read and be familiar with the requirements of these internal agency procedures and the training provided. Periodic reviews of these internal agency procedures and other regulations are required at least semi-annually and self-surveillance should be completed at least annually utilizing the surveillance checklist (encl. 4). Prospective cardholders and approving/billing officials shall complete agency training procedures before their account setup forms are submitted to I.M.P.A.C. Card Services. As a minimum, coverage of the following essential elements is required:

- (a) Cardholder and billing official responsibilities;
- (b) Operating procedures and documentation requirements;
- (c) Required sources of supplies and services and their order of precedence as prescribed in FAR Part 8 and DFAR Part 208;
- (d) Equitable distribution among qualified suppliers;
- (e) Prohibition against splitting requirements;
- (f) Competition and price reasonableness;
- (g) Financial accountability requirements;
- (h) Awareness training of the DOE FEMP and energy efficient products;
- (i) Required CPG products in lieu of products made with virgin material as listed in reference 2Pm and reporting requirements;
- (j) Ethics and reporting suspected ethical violations/fraudulent activities;

7. STANDARDS OF CONDUCT

Employees of the Defense Logistic Agency hold a public trust; their conduct must meet the highest ethical standards. All agency employees shall use this card only to purchase items of supplies and services within the guidance of this program.

8. PROCUREMENT INTEGRITY

Individuals delegated procurement authority are procurement officials, as defined under Section 27 of the Office of Federal Procurement Policy Act. The term procurement official does not include contracting officers (e.g., cardholders if their authority is limited to the micro-purchase threshold (\$2,500)).

9. DOLLAR LIMITS ASSOCIATED WITH THE I.M.P.A.C.

Use of the I.M.P.A.C. is subject to a single purchase limit, a monthly cardholder limit, and a monthly office limit:

(1) **Single Purchase Limit:** This limit establishes a threshold on purchasing authority delegated to the cardholder by the HCA. This limit cannot be exceeded unless a revised delegation of authority is issued by the HCA to raise the limit. A ‘Single Purchase’ using the card may include multiple items. However, no single purchase may exceed the authorized single purchase limit established for each cardholder. The single purchase limits will be entered in increments of \$50.

(2) **Monthly Cardholder Limit:** This is a budgetary spending limit imposed by the Approving/Billing official on a cardholder’s cumulative purchases in a given month. It is the sum of unbilled prior month purchases without prior month disputed payments plus current month purchases. The total dollar value of the cardholder’s I.M.P.A.C. purchases for any single month shall not exceed this limit.

(3) **Monthly Office Limit:** This is a budgetary limit established by the Approving/Billing official of the activity using the I.M.P.A.C. It shall be equal to the sum of all organizational cardholders’ monthly purchase limits and shall reflect spending history as well as budgetary trends. The total dollar value of purchases made with the I.M.P.A.C. shall not exceed the monthly office limit established by the Approving/Billing official.

10. REFUNDS OR REBATES

During the year, **US BANK** may provide a rebate on sales and prompt payments. This rebate will be returned to the paying accounting and finance office and shall be processed as an appropriation refund if the appropriation originally charged can be identified. If the original appropriation cannot be identified, the rebate shall be processed as a miscellaneous receipt account **57 3210.9999**.

Vendors may offer rebates or refunds on certain purchases. Any refund or rebate offered after the sale and not credited directly to the card account must be forwarded to DMCDE-DAB for processing.

11. AUTHORIZED USE OF THE I.M.P.A.C.

A. The unique I.M.P.A.C. Visa card has the cardholder's name embossed on it and may be used **ONLY** by that person. The I.M.P.A.C. was specially imprinted with the Great Seal of the United States and the words "United States of America" to avoid being mistaken for a personal credit card.

B. Before issuing an I.M.P.A.C., the I.M.P.A.C. Project Manager determines the correct MCC to assign to the card by reviewing the types of purchases identified on the organization's justification and by coordination with the approving/billing official. The codes are incorporated into the I.M.P.A.C. Under normal circumstances, merchants are required to obtain authorization methods allowing them to obtain authorization from **US BANK** for purchases over \$50.00. Many merchants use electronic authorization methods allowing them to obtain authorization for all purchases, regardless of amount. If a merchant seeks a purchase authorization, **US BANK'S** authorization system will check the cardholder's single purchase limit and monthly cardholder limit, the approving/billing official's office limit, and the type of merchant where the cardholder is making a purchase before authorization for that transaction will be granted. Cardholders should not be assigned the MMC "000" unless specific written justification exists for that unrestricted code (e.g., for contingency contracting support by contracting personnel).

C. Use of the card must meet the following conditions:

(1) The total of a single purchase may be comprised of multiple items, but it cannot exceed the authorized single purchase limit. If the authorized single purchase limit is exceeded, purchases will be denied. Payment for purchases shall not be split in order to stay within the single purchase limit.

(2) All items purchased over-the-counter must be available at time of purchase. No back ordering is allowed. The item must be received or the service completed before the item appears on a statement of account.

(3) The Merchant must deliver all items purchased by telephone and paid for using the I.M.P.A.C. within the 30 day billing cycle. The order shall not be placed without this assurance. (Exception: Subscriptions)

(4) All items purchased during one telephone transaction that will not be confirmed by a written order must be delivered in a single delivery. If an item is not available immediately, no back ordering is allowed.

(5) When purchasing items by phone or over-the-counter, the cardholder shall inform the merchant that it is for official Government purposes and therefore is not subject to state or local sales tax. The card is imprinted with “US Government Tax Exempt” for additional clarification. **US BANK** can emboss tax-exempt numbers on the I.M.P.A.C., upon request.

(6) The purchase request shall include the name of the individual requesting the item and the item requested. The Approving official will review the log monthly to ensure that recurring items or services more appropriately purchased through other contracting methods are not obtained by the I.M.P.A.C.. For recurring requirements other than low dollar supplies, a standard contracting method should be used to ensure that DCMDE gets the best value.

(7) Prior to making purchases, requests for the following commodities require approval from specified controlling district offices:

- (a) Computer Hardware/Software Equipment, DCMDE-FT.
- (b) Equipment (copiers, fax machines, etc.), DCMDE-DA.
- (c) Telecommunications Equipment, DCMDE-FO

(8) Before acquiring repair services for office equipment, the cardholder shall contact the contracting office to verify that the repair is not already covered by an existing preventative maintenance agreement. The name of the person contacted in base contracting shall be entered on the I.M.P.A.C. purchase request.

(9) BX or PX Stores can be used as a source for appropriated fund purchases in the CONUS. (This does *not* include the commissary.) However, when considering potential sources of supply, it is expected that good judgment and best value techniques be applied to each purchase. It is further expected that the importance of supporting local and small business be considered.

(10) When accountable property is purchased, the property accountability procedures in DLAD 4160.9, Retail Supply and Property Accountability must be followed.

12. NONAUTHORIZED USE OF THE I.M.P.A.C.

The card shall **NOT** be used for the following, unless **specifically authorized** by governing regulations. (Contact your local I.M.P.A.C. Program Coordinator for assistance if needed):

- A.** Cash Advances. Cash advances from banks and automated teller machines are **prohibited** under the commercial credit card program
- B.** Rental of motor vehicles unless the rental is authorized in writing by the APC and is not associated with travel or temporary duty supported by travel orders
- C.** Lease of motor vehicles
- D.** Rentals or lease of land or buildings
- E.** Purchase of airline, bus, train, or other travel related tickets
- F.** Purchase of meals, drinks, lodging, or other travel or subsistence costs (Exception: Contingency/Exercise Operations)

- G.** Purchase of aviation, diesel, or gasoline fuel or oil for aircraft and motorized vehicles
- H.** Repair of leased vehicles
- I.** Purchases of telecommunications systems
- J.** Purchase of items directly related and identifiable to technical orders of a weapon system or related support equipment, war reserve requirements, and hazardous/dangerous items (e.g. explosives, munitions and toxins)
- K.** Hazardous materials (HAZMAT) (unless authorized by and procured in accordance with the facility's HAZMAT pharmacy or HAZMAT manager's procedures)
- L.** Recurring Services. Services that are regularly performed on an installation should not be split into individual procurements for each occurrence in order to purchase such services with the I.M.P.A.C. card. Examples of such recurring services include installation trash/waste removal, building cleaning, and food services
- M.** Personal clothing or footwear, except situations when required for safety, or paid with appropriated funds in accordance with authorized allowance standards (Exception: Contingency/Exercise Operations)
- N.** Printing or copying services
- O.** Personal or professional services
- P.** Items with special security characteristics
- Q.** Telecommunications (telephone) services such as FTS 2000 or DSN (unless coordinated with the Activity's communications OPR)
- R.** Purchases from commissary or other MWRS outlets (other than PX/PX Stores)(within CONUS)
- S.** Construction over \$2,000
- T.** Purchase of personal memberships to associations of any kind, or personal entertainment, lodging, food, drink, and related items
- U.** Items which must have a technical inspection before acceptance and payment
- V.** Items covered by requirement type contracts
- W.** The use of the I.M.P.A.C. is restricted to United States Government employees for authorized United States Government purchases only. Under no circumstances shall contractor personnel be issued an I.M.P.A.C.
- X.** Bottled Water (Unless approved by DCMDE-HH)

13. I.M.P.A.C CHECKS : See DCMDE I.M.P.A.C Check procedures, <http://www.dcmde.dla.mil/check/html>

14. ACQUISITION PROCEDURES FOR USE WHEN PAYING WITH THE I.M.P.A.C.

A. GENERAL

All acquisition, supply, and finance regulations apply to I.M.P.A.C. purchases. Cardholders must comply with the following procedures when purchasing from commercial sources:

- (1) Ensure that funds are available to pay for items being purchased. Only firm-fixed price transactions are authorized.

(2) Ensure that the supply or service is not one that must be purchased from a mandatory source of supply (i.e. Federal Prison Industries, NIB/NISH (i.e., SKILLCRAFT))

(i) For supplies;

[1] Agency inventories;

[2] Excess from other agencies;

[3] Federal Prison Industries, Inc;

[4] Products available from the Committee for Purchase from People Who Are Blind or Severely Disabled (NIB/NISH);

[5] Wholesale supply sources, such as stock programs of GSA, DLA, the Department of Veterans Affairs, and military inventory control points.

[6] Mandatory Federal Supply Schedules;

[7] Optional use Federal Supply Schedules;

[8] Commercial sources (including educational and nonprofit institutions).

(ii) For Services:

[1] Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled: (NIB/NISH);

[2] Mandatory Federal Supply Schedules;

[3] Optional use Federal Supply Schedules; and

[4] Federal Prison Industries, Inc., or commercial sources (including educational and nonprofit institutions).

Note: Federal Prisons Industries' (UNICOR) web page, which provides product and ordering information, can be located at www.whc.net/iwbnb/uncovered. National Industry for the Blind and National Industry for the Severely Handicapped products and ordering information can be accessed at www.jwod.gov/links.

(3) Solicit prices on a free on board (FOB) destination basis. Orders placed that are not FOB destination should be the exception and are subject to the limitations listed below. Examples of situations where shipping charges may be allowed include: the vendor's accounting system will only accept separate entries for the price of the item(s) purchased and shipping charges or the vendor uses a company such as UPS to ship products and the exact shipping charge shall be obtained and annotated on the transaction log. If an unreasonable shipping charge is found while validating the monthly statement, the amount determined unreasonable should be resolved with the merchant by the cardholder or Approving/Billing Official.

The following limitations apply to orders that allow shipping charges.

a. If the exact amount of shipping charges is known when the order is placed and shipping charges are \$25 or less, the vendor is not required to provide a receipt to verify charges. However, if the charges will exceed \$25, the vendor must provide a receipt to substantiate the claim for reimbursement.

b. If the exact amount of shipping charges is not known when the order is placed and shipping charges are estimated to be \$100 or less, the vendor must provide a receipt to substantiate the claim for reimbursement.

c. Whenever shipping charges are authorized, the vendor shall show the charge as a separate item on their invoice (sales receipt).

d. Orders shall not be placed if shipping charges are expected to exceed \$100.

e. A premium method of transportation (i.e. Federal Express) shall only be used when mission requirements necessitate its use. The file shall be documented justifying the use of premium transportation.

(4) Purchases may be made without securing competition if the cardholder establishes the price to be reasonable. Whenever practical, solicit suppliers other than previous vendor(s) before placing repeat orders. If suppliers furnish standing price quotations or catalog prices on a recurring basis, obtaining competition on individual purchases is not necessary, but the prices should be periodically confirmed as current.

(5) Ensure that a reasonable price is obtained by comparing with prices offered by other vendors for the same or similar item or service.

(6) Purchases not exceeding \$2,500 are exempt from the Buy American Act.

(7) Certify that the quantity and the quality of the items or services furnished are in accordance with the agreement (verbal or written) with the vendor. (Make sure that you receive what you pay for!)

B. Oral Purchase Procedures

(1) "Oral Procedure", as used in these instructions, means a procedure where an order is placed or a purchase is made through an oral agreement which is made in person or by telephone. Supplies or non-personal services are provided by the vendor and payment is made using the I.M.P.A.C..

(2) Oral Procedures may be used to acquire supplies or non-personal services that can be described in sufficient detail so that the parties to the agreement have a clear understanding of what is being required and a purchase order or contract is not required by either the vendor or the Government.

(3) In addition to complying with the contents of paragraphs 10 and 11, when placing a telephone order to be paid using the I.M.P.A.C., the cardholder shall:

(a) Notify the vendor that the purchase is tax exempt.

(b) Confirm that the vendor agrees to charge the I.M.P.A.C. when shipment is made so that receipt of the supplies may be certified on the monthly Statement of Account.

(c) Instruct the vendor to include the following information on the shipping document or packing slip:

(i) Cardholder name and correspondence symbol;

(ii) Building number, room number, street address, city and state;

(iii) Cardholder telephone number; and

(iv) The term: "Credit Card."

Note: This information will alert the receiving office that the requisitioned supplies have been purchased with the credit card.

C. PURCHASES REQUIRING THE ISSUANCE OF A WRITTEN ORDER OR CONTRACT

(1) If the I.M.P.A.C. is used to pay for a purchase made by using one of the purchasing forms, the vendor should be provided the necessary information as to who to contact when the order is complete. At that time, the cardholder will provide authorization for payment. DO NOT INCLUDE SPECIFIC INFORMATION FROM THE I.M.P.A.C. ON THE PURCHASE ORDER.

(2) If the vendor requires a purchase order, even if the I.M.P.A.C. is being used as means of payment, the vendor will be given a copy of the purchase order. The cardholder shall maintain a copy of the order with purchase log.

(3) This paragraph is intended for use by contracting personnel only. If the vendor requires a written order, provide written request to DCMDE-DAB and a purchase order will be completed. District has established an I.M.P.A.C. purchasing number log in support of this type of requirement.

15. DOCUMENTATION, RECONCILIATION, AND PAYMENT PROCEDURES

A. Commitment and Obligation of Funds :

1. The I.M.P.A.C. commercial purchase card is intended to streamline payment procedures and reduce the administrative burden associated with purchasing supplies and services within the simplified acquisition threshold. The purchase card may be used for payment purposes with either the Defense Business Operation Fund or operations and maintenance funds. No separate funding of purchase card purchases, as an identifiable category, will be made.

2. Advance reservation of funds shall be established by the cognizant resource manager, in conjunction with the assigned A/OPC, and should be considered when setting office and cardholder purchase limits.

3. Each I.M.P.A.C card shall employ a single line of accounting.

B. Documentation

1. Anytime the I.M.P.A.C. is used for a purchase; a document should be retained as proof of purchase. These documents will be used later to verify the purchases shown on the cardholder monthly statement.

(a) When a purchase is made over the counter, the cardholder obtains a customer copy of the charge slip for use as the accountable document and ensures that all carbons are destroyed.

(b) When making purchases by telephone, the cardholder documents the transaction on the purchasing log (Encl. 3, Sample Log) and attaches any shipping documents associated with the order.

(c) Maintain all warranty documentation including Y2K compliance certification for IT equipment and software.

2. **US BANK** will distribute monthly statements and reports (within five working days) after the end of the 30-day billing cycle.

(a) The Cardholder Statement of Account (SOA) is printed on the billing cycle date for any cardholder that had activity during that cycle period. Includes data on all charges and credits made by the cardholder during the 30-day billing cycle. This statement should be date stamped upon cardholder receipt.

(b) Billing Statement.–The Billing statement is the official invoice sent to the billing official. It should be date stamped upon receipt. The billing statement provides purchase summaries for cardholders that report to him/her. The billing official certifies the Billing Statement and forwards to the cognizant DFAS office for payment.

(c) Contract Office Report (R063) contains summary data for each cardholder and Approving/Billing official.

Reconciliation

1: The cardholder is responsible for the following:

(a) At the end of each monthly billing cycle, the cardholder must reconcile information on the statement of account. The cardholder must check each purchase on the statement to verify its accuracy; fill in a description for each purchase; enter the appropriate BVN number, attach all supporting documentation; sign the statement of account, and forward the reconciled package to the primary or alternate Approving/Billing official.

(b) If an item has been returned and a credit voucher received, the cardholder will verify that the credit is reflected on the statement. If purchased items and credits are not on the monthly statement, transaction documentation will be retained. If purchased items and credits do not appear on two consecutive monthly statements after the transaction, the cardholder must initiate a dispute by completing a Cardholder Statement of Questioned Item (CSQI) Form. A copy of the form shall be attached to the Statement of Billing.

(i) Cardholders initially shall refrain from issuing a CSQI for instances of non-receipt for recently ordered goods that appear on the SOA. The CSQI and subsequent Notification of Invoice Adjustment shall not be completed prior to attempts to resolve such cases directly with the vender. Rather, cardholders should:

- Contact the vendor to validate that shipment has been made. For cases of non-shipment, items will be disputed officially only if the merchant fails to credit the account in the next billing cycle;
- Make note of the non-receipt in retained records;
- If, by the time of receiving the second billing statement, receipt and acceptance of the goods can not be verified, the cardholder shall submit a CSQI.
- Any remaining discrepancies shall be disputed within 60 days of the billing statement date on which the original billing of the transaction occurred.

The cardholder or Approving/Billing official must notify the Dispute Officer (**APC**) to resolve and reconcile the billing errors if the disputed charge can not be resolved locally.

(c) If no transaction documentation is available to send with the statement, the cardholder must attach an explanation that includes a description of the item, date of purchase, merchant's name, and why there is no supporting documentation.

(d) The cardholder completes the reconciliation process and forwards the statement of account and any questionable Item Form(s) to the Approving/Billing official within (5) calendar days of receipt (or, if the statement is received on Friday of a three-day weekend, the statement shall be forwarded to the Approving/Billing official on the next business day). If the cardholder cannot review the statement at the time it is received, his or her records shall be made available to the Approving/Billing official for review and certification of the cardholder's statement. The Approving/Billing official will annotate the statement as to why the cardholder's signature was not available and that their signature is for payment purposes only. The Approving/Billing official shall review the statement with the cardholder upon his/her return.

(e) If the Approving/Billing official and alternate cannot review the statement within authorized time frames allowed by the GSA contract for reconciliation and payment, the cardholder shall annotate the statement as to why their signature was not available and that the statement is forwarded for payment purposes only. The Approving/Billing official shall review the statement with the cardholder upon his/her return.

Payment Procedures

1. The Approving/Billing official is responsible for the following:

(a) Date stamp receipt of their Official Billing Account Statement. Provide the following information on their statement: amount to be paid; BVN number which funds are obligated against; certify date on the back page, sign statement and write in their phone number (needed if there is a payment problem). Forward the statement to DFAS within three days of receipt.

(b) Receive cardholder statements within five days of cardholder receipt, review each of their cardholder's statements verifying that all transactions made are appropriate and that purchases were made in accordance with all FAR requirements.

(c) Retain cardholder(s) statement(s) and supporting documentation on purchases. Records will be retained within each organization for three (3) years.

16. BILLING ERRORS AND DISPUTES

a. Defective Items. If items purchased with the credit card are found to be defective (e.g., price, quantity, or quality), the cardholder will obtain replacement or correction from the merchant as soon as possible. If the merchant refuses to replace or correct the defective item or charge, the charge for the item should be formally disputed.

b. Unauthorized Charge(s). If a cardholder receives a SOA that lists an unauthorized or incorrect charge, the cardholder must try to resolve the charge with the merchant. After the cardholder makes a reasonable attempt to resolve with the merchant and no resolution is provided, the transaction must be formally disputed.

c. Items Billed But Not Received. Cardholders should annotate on their SOA that the item has been ordered, but not received. A Cardholder Statement of Questioned Item (CSQI) form must be submitted if an item does not arrive by the time of the next SOA is received.

d. The CSQI forms shall be sent (by mail or fax) directly to the Bank. A copy of the CSQI shall be attached to the SOA and sent to the approving/billing official as part of the reconciliation process. Cardholders should submit a CSQI once a reasonable attempt has been made to resolve the issue directly with the merchant. Approving/Billing officials will continue to monitor the status of the dispute and assist as necessary to resolve the issue with the Bank. The Disputes contact is available to assist wherein the approving/billing official cannot resolve.

e. A reconciled SOA should not be withheld for disputed items; rather the approving/billing official will certify their BAS for payment in full. Any credits for the disputed item(s) should be offset against future billings.

f. Cardholders have 60 days from receipt of the SOA to dispute a transaction.

17. PURCHASE CARD SUSPENSION POLICY

DOD POLICY IS TO PAY ITS INVOICES ON A TIMELY BASIS. The DOD has requested the Card Issuing Bank to suspend accounts when they go 90 days past due (120 days past the billing date). The Bank will automatically suspend all accounts that go 90 days past due. Before suspension, they will notify approving/billing officials and program coordinators of the pending suspension. At that time, the accounts will automatically be reinstated. Accounts that are suspended more than twice in a twelve month period will be cancelled.

18. USE OF I.M.P.A.C. FOR CONTINGENCY OPERATIONS

With the exception of the information contained in paragraph 14, all other I.M.P.A.C. procedures apply to contingency operations.

A. Authorization of the I.M.P.A.C. for contingency operations will be through DCMDE-DA. The Approving/Billing official in this case will be the same as for all cardholders within the contract office.

B. In a contingency operation, the I.M.P.A.C. will not be used for the following:

- (1) Cash Advances

- (2) Rental or lease of land or buildings
- (3) Telecommunications (telephone) services
- (4) Personal or professional services
- (5) Telephone calls
- (6) Travel-related expenses (all expenses, e.g., rental or lease of motor vehicles, purchase of meals, drinks, lodging, or transportation tickets) that would be identified on a person's travel voucher for reimbursement

C. The coordinations delineated in paragraph 9C (6 through 9) are not required during contingency operations.

19. CARD REISSUE

US BANK will reissue the I.M.P.A.C. every 24 months to each active cardholder. **US BANK** will forward to each I.M.P.A.C. project manager, at least three months prior to the expiration of each card, a CARD Reissue Report that lists each active card schedule for renewal. The I.M.P.A.C. project manager must inform **US BANK**, in writing, within 30 working days of receipt of the report, which cards should be reissued. No cards will be reissued without the written approval of the I.M.P.A.C. project manager.

20. LOST OR STOLEN CARD

A. If the I.M.P.A.C. is lost or stolen, the cardholder shall immediately notify **US BANK**. The bank is available 24 hours per day, every day of the year, at the following numbers:

(1) Domestic and International Cardholders: 1-888-994-6722; or

(2) Collect telephone number: 1-701-461-2020

B. The cardholder must also notify the Approving/Billing official within one workday after discovering the I.M.P.A.C. is missing.

C. The Approving/Billing official shall submit a written statement to the I.M.P.A.C. Program Coordinator within five workdays. The statement should include:

- (1) the I.M.P.A.C. number;
- (2) the cardholder's complete name;
- (3) the day and location of the loss;
- (4) the date reported to the police

- (5) the date and time **US BANK** was notified;
- (6) any purchase(s) made on the day the I.M.P.A.C. was lost or stolen
- (7) any other pertinent information.

The I.M.P.A.C. Program Coordinator will maintain this information in the organization file.

D. A new I.M.P.A.C. will be mailed within 24 hours of the reported loss or theft (Monday through Friday). For international card replacement, **US BANK** will replace the lost or stolen cards within 48 hours of the reported loss or theft. If the cardholder finds the original I.M.P.A.C., it shall be cut in half and forwarded to the I.M.P.A.C. Program Coordinator.

E. DCMDE is not liable for unauthorized use of the I.M.P.A.C. "Unauthorized use," means use of an I.M.P.A.C. by a person other than the cardholder, who has no actual, implied, or apparent authority.

21. I.M.P.A.C. SECURITY

The cardholder shall safeguard the I.M.P.A.C. and account number at all times. When the I.M.P.A.C. is not being used, it shall either be carried on the cardholder's person (in their wallet or purse) or secured. A cardholder shall not allow anyone to use his or her I.M.P.A.C. or account number. A violation of this trust shall result in withdrawal of the I.M.P.A.C. from the cardholder and potential for subsequent disciplinary action.

22. SEPARATION OF CARDHOLDER AND APPROVING/BILLING OFFICIAL

A. Cardholder:

Prior to release (includes reassignment, release, retirement, etc.) of a cardholder, the Approving/Billing official must ensure the cardholder surrenders the I.M.P.A.C. to the Approving/Billing official no later than 45 days (whenever possible) prior to the scheduled departure/separation. The Approving official will destroy the I.M.P.A.C. by cutting it in half, complete the I.M.P.A.C. Card Destruction Notice, and forward the notice along with the card to the I.M.P.A.C. Program Coordinator. This action ensures that the cardholder clears their last billing statement.

Note: Cardholders are responsible for any charges to their account until it is closed.

B. Approving/Billing official:

Shall notify the I.M.P.A.C. Program Coordinator in advance of separation so that arrangements can be made to transfer the account to a new Approving/Billing official.

23. VERIFICATION OF CARDHOLDERS

All Approving/Billing officials will maintain a current listing of cardholders, updated as required to the APC. The Billing Account Statement should be reviewed each month verifying that the **US BANK** information is current. Any area found in error should be reported to the APC for correction.

24. NONAUTHORIZED PURCHASE OR CARELESS USE OF THE I.M.P.A.C.

A cardholder who makes unauthorized purchases or carelessly uses the I.M.P.A.C. may be liable to DCMDE for the total dollar amount of unauthorized purchases made in connection with the misuse or negligence. He or she may be subject to disciplinary action under DoD directives and regulations. DCMDE is only liable for authorized I.M.P.A.C. purchases made by cardholders

25. VIOLATION OF THE GSA CONTRACT and DLA/DCMDE I.M.P.A.C. PROCEDURES

If, as a result of findings from surveillance, or by any other means, it is discovered that the cardholder is in violation of the procedures contained herein, the following action will be initiated.

a. A letter signed by the Contracting Officer (or equivalent) will be sent to the cardholder's commander, with a copy provided to the cardholder and Approving/Billing official. It will state: that a particular cardholder has been reduced to \$0.00 and that this limitation will remain in effect until (1) the cardholder's commander takes appropriate action against the cardholder, and (2) the cardholder receives remedial training on DCMDE I.M.P.A.C. procedures. After these actions have been accomplished, the monthly purchase limitation may be changed to reflect the previous requested amount, and further offenses will be grounds to revoke I.M.P.A.C. privileges for that cardholder.

b. The I.M.P.A.C. project manager will take appropriate action with **US BANK** to change the cardholder's monthly purchase limitation as described above.

26. I.M.P.A.C. SURVEILLANCE REQUIREMENTS

Surveillance of each cardholder will be accomplished by the I.M.P.A.C. project manager at least annually, or more frequently as determined by the HCA (It is recommended that newly appointed cardholders be surveyed after the first three months to ensure they are on track). Surveillance guide, encl. 4, will be used to accomplish the surveillance. Surveillance results will be maintained on file in the Contract Office. Copies of surveillance results will be forwarded to the cardholder's organizational commander, the Approving/Billing official, and the cardholder. The I.M.P.A.C. Project Manager will discuss each finding of noncompliance with the cardholder and the

Approving/Billing official. Organizations may further supplement the surveillance process by completing self-surveillance as often as necessary.

Enclosure 1 Sample Cardholder Appointment Letter

ENCL 1-SAMPLE CARDHOLDER APPOINTMENT

MEMORANDUM FOR [Insert cardholder's name and title]

FROM: DCMDE-DAB (John Miller)

SUBJECT: Delegation of Authority for Purchase Card Use

[Insert name of individual] is hereby delegated authority to use the Governmentwide commercial purchase card for official Government purchases of supplies and non-personal services within the single purchase dollar limitation of [insert dollar limit]. Your need for use of the purchase card will be periodically reviewed by the cognizant billing official who may order the card canceled or retained, as determined appropriate. However, this delegation will automatically terminate upon your separation from [insert name of activity] and you should immediately give your card to your billing official who will forward it to the APC for destruction.

The purchase card may be used to pay for authorized valid requirements consistent with your organizational responsibilities and your single purchase and monthly cardholder limits. All purchase card purchases must be made in accordance with applicable laws and directions, including, but not limited to, the Federal Acquisition Regulation (FAR), the DoD FAR Supplement (DFARS), and DCMDE International Merchant Purchase Authorization Card Procedures. Your attention is directed to the list of supplies and services which you are prohibited from buying with the I.M.P.A.C. card in DCMDE International Merchant Purchase Authorization Card Procedures, paragraph 12. The purchase card shall not be used to pay for purchases of the supplies or services listed therein. In addition, you are not authorized to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply (see FAR Part 8).

JOHN C. MILLER
Chief, Base Contracting

Acknowledgment/Receipt

MARYANN MILLER

Date

Enclosure 2 Sample Billing Official/Certifying Officer Appointment Letter

SAMPLE BILLING OFFICIAL/CERTIFYING OFFICER APPOINTMENT LETTER

MEMORANDUM FOR (INSERT NAME OF APPOINTMENT INDIVIDUAL)

SUBJECT: Appointment as Certifying Officer

You presently occupy a position wherein your duties include the functions of a purchase card certifying officer. This memorandum is formal notification that you are hereby appointed as a purchase card certifying officer to (insert location and address of disbursing office to whom certification will be made (i.e., DFAS)).

As a purchase card certifying officer you will be responsible for certifying payment vouchers and documents for the following types of payments: Government Purchase Card Contractor invoices covering purchases and services obtained with the Government Purchase Card.

You must become thoroughly familiar with your responsibilities and accountability. You must acknowledge this appointment and that you have read and understand your responsibilities and accountability by signature below. In addition, you must complete DD Form 577, Signature Card for each disbursing office identified above. After completion, a signed copy of this appointment and the completed DD Form 577 must be returned to me for approval and forwarded to the disbursing office noted above. For all documents under this appointment, your signature must be in the form indicated by you in block 5 of the DD Form 577.

SIGNATURE BLOCK OF AUTHORIZING OFFICIAL

ACKNOWLEDGEMENT

By signature hereon, I acknowledge my appointment as a certifying officer. I have read and understand my responsibilities and accountability. I understand my right to request relief of liability for any payment I certify that is determined to be illegal, improper, or incorrect. I further understand that this appointment will remain in effect until revoked in writing by you (or your successor).

Attached for your approval is the completed DD Form 577, Signature Card.

SIGNATURE BLOCK OF APPOINTED INDIVIDUAL

Enclosure 3 Purchase Card Order Log Sample

[illegible]

<p>I certify that I have purchased the above supplies or services in accordance with DLA credit card Procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, Correct, complete, and made in good faith, and subject to Title 18 U.S. Code, Section 1001.</p>	<p>10. CARDHOLDER'S SIGNATURE</p>	<p>11. DATE</p>
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Enclosure 4 I.M.P.A.C Surveillance Checklist

Checklist Item	YES	NO	N / A	DCMDE Procedure
1. Has the cardholder limited purchases to transactions under his/her single purchase limits?				Single Purchase Limit: This limit establishes a threshold on purchasing authority delegated to the cardholder by the HCA. This limit cannot be exceeded unless a revised delegation of authority is issued by the HCA to raise the limit. A "Single Purchase" using the card may include multiple items. However, no single purchase may exceed the authorized signal purchase limit established for each cardholder. The single purchase limits will be entered in increments of \$50." See DCMDE Sup, par. 9a.
2. Does the total value of the cardholder's purchases for any single month exceed the monthly cardholder limit established by the approving official?				"Monthly Cardholder Limit: This is a budgetary spending limit imposed by the Approving/Billing official on a cardholder's cumulative purchases in a given month. It is the sum of unbilled prior month purchases; no prior month disputed payments carried forward plus current month purchases. The total dollar value of the cardholder's I.M.P.A.C. purchases for any single month shall not exceed this limit." See DCMDE Sup par. 9B.
3. Has anyone other than the cardholder made purchases with the I.M.P.A.C. or the I.M.P.A.C. account number?				"The unique I.M.P.A.C. Visa card has the cardholder's name embossed on it and may be used ONLY by that person. The I.M.P.A.C. was specially imprinted with the Great Seal of the United States and the words "United States of America" to avoid being mistaken for a personal credit card." See DCMDE Sup, par. 11A.
4. Are mandatory source items from SKILLCRAFT or UNICOR purchased in accordance with FAR Part 8 and DFARS Part 208?				"Ensure that the supply or service is not one that must be purchased from a mandatory source of supply (i.e. Federal Prison Industries, NIB/NISH (i.e., SKILLCRAFT))." See DCMDE Sup, par. 13A2.
5. Are items purchased over-the-counter, immediately available IAW GSA requirements?				"All items purchased over-the-counter must be available at time of purchase. No back ordering is allowed. The item must be received or the service completed before the item appears on a statement of account." See DCMDE Sup par. 11C2.
6. Are items purchased over the telephone delivered within 30 days IAW GSA requirements?				The Merchant must deliver all items purchased by telephone and paid for using the I.M.P.A.C. within the 30 day billing cycle. The order shall not be placed without this assurance. (Exception: Subscriptions)." See DCMDE Sup, par. 11C3.
7. Are all items purchased during one telephone transaction, not confirmed by a written order, delivered on a single delivery?				"All items purchased during one telephone transaction that will not be confirmed by a written order must be delivered in a single delivery. If an item is not available immediately, no back ordering is allowed." See DCMDE Sup par. 11C4.

8. Does the cardholder maintain a log of all purchases?				“Purchase Log: Form on which cardholder’s record information applicable to I.M.P.A.C. purchases.” See DCMDE Sup par., 2K. AND “When making purchases by telephone, the cardholder documents the transaction on the purchasing log (Exhibit 2, Sample Log) and attaches any shipping documents associated with the order.” See DCMDE Sup par. 14,1b.
9. Are purchases for items such as photographic or potentially hazardous materials coordinated with the specified controlling agency?				“Prior to making purchases, requests for the following commodities require approval from specified controlling district offices: Purchase of items directly related and identifiable to technical orders of a weapon system or related support equipment, war reserve requirements, and hazardous/dangerous items (e.g. explosives, munitions and toxins); Items determined hazardous by the bio-environment environmental management personnel. (unless purchased by personnel assigned to the hazardous materials pharmacy).” See DCMD Sup, par. 12J & K.
10. Are purchases for communications coordinated with the specified controlling agency?				“Prior to making purchases, requests for the following commodities require approval from specified controlling district offices: ...c. Telecommunications Equipment, DCMDE-FO”See DCMD Sup, par. 11C7.
11. Are purchases for computer equipment and software coordinated with the specified controlling agency?				“Prior to making purchases, requests for the following commodities require approval from specified controlling district offices: a. Computer Hardware/Software Equipment, DCMDE-FT.c. Telecommunications Equipment, DCMDE-FO”See DCMD Sup, par. 11C7.
12. Are purchases of nonexpendable equipment/supplies approved in advance by the organization's equipment agency?				“Prior to making purchases, requests for the following commodities require approval from specified controlling district offices: b. Equipment (copiers, fax machines, etc.), DCMDE-DA.”See DCMDE Sup, par. 11C7b
13. Are items purchased that are identified in the I.M.P.A.C. procedures as "authorized"?				“The card shall NOT be used for the following, unless specifically authorized by governing regulations. (Contact your local I.M.P.A.C. Program Coordinator for assistance if needed):...”See DCMDE Sup, par. 12.
14. Are funds available at time of purchase to pay for each item purchased?				“Ensure that funds are available to pay for items being purchased. Only firm-fixed price transactions are authorized.” See DCMDE Sup, par.13A1
15. Are all purchases made on an F.O.B. destination basis only?				“Solicit prices on a free on board (FOB) destination basis. Orders placed that are not FOB destination should be the exception and are subject to the limitations listed below...”See DCMDE Sup, par. 13A3.
16. Is the cardholder distributing purchases equitably among qualified suppliers?				“Purchases may be made without securing competition if the cardholder establishes the prices to be reasonable. Whenever practical, solicit suppliers other than previous vendor(s) before placing repeat orders.” See DCMDE Sup, par. 13A4

17. Does the cardholder document the record for price reasonableness?				“Ensure that a reasonable price is obtained by comparing with prices offered by other vendors for the same or similar item or service.” See DCMDE Sup, par. 13A5
18. Does the cardholder “split requirements” to stay within the required dollar parameters(FAR 13.602(c))?				“Payment for purchases shall not be split in order to stay within the single purchase limit.” See DCMDE Sup, par. 11C1.
19. If the cardholder has purchased equipment items, are those items authorized under the organization’s table of allowance?				“Merchant Category Code (MCC): US BANK categorizes each merchant according to the type of business the merchant is engaged in and the kind of goods and services provided. US BANK then assigns to each a corresponding merchant type code. These codes will be used as an activity type code on an individual’s card to flag those merchants that are unauthorized for that cardholder. The codes assigned to cardholders shall be tailored to reflect their duties and the mission of their office/activity. Assigned and changes to the MCC will only be authorized by the approving/billing official request to the agency program coordinator.” See DCMDE Sup, par. 2J.
20. Has all accountable equipment purchased been properly recorded on the organization’s accountable records?				“Prior to making purchases, requests for the following commodities require approval from specified controlling district offices:....2. Equipment (copiers, fax machines, etc.)”, DCMDE-DA.
21. For each item purchased with the I.M.P.A.C., has the cardholder recorded the name of the person requesting the item?				The purchase request shall include the name of the individual requesting the item and the item requested.” See DCMDE Sup, par. 11C6.
22. Does the cardholder obtain a customer copy of the charge slip for all over-the-counter purchases?				“When a purchase is made over the counter, the cardholder obtains a customer copy of the charge slip for use as the accountable document and ensures that all carbons are destroyed.” See DCMDE Sup, par. 14,1a
23. When making purchases by telephone, does the cardholder document the transaction on a log, and attach any shipping documents associated with the order?				“When making purchases by telephone, the cardholder documents the transaction on the purchasing log (Exhibit 2, Sample Log) and attaches any shipping documents associated with the order.” See DCMDE Sup, par. 14,1b.

24. Does the cardholder reconcile information on the monthly statement of account (filling in a description for each purchase, entering the appropriate funding number, attaching all supporting documentation, sign the statement, and the forward it to the approving official)?				“At the end of each monthly billing cycle, the cardholder must reconcile information on the statement of account. The cardholder must check each purchase on the statement to verify its accuracy; fill in a description for each purchase; enter the appropriate BVN number, attach all supporting documentation; sign the statement of account, and forward the reconciled package to the primary or alternate Approving/Billing official.” See DCMDE Sup, par. 14, 1a, Reconciliation.
25. For purchases requiring the issuance of a written order or contract, is a SF1449 or DD1155 used? Is the statement “Payment to be made with credit card” inserted on the form?				“If the I.M.P.A.C. is used to pay for a purchase made by using one of the purchasing forms, the vendor should be provided the necessary information as to who to contact when order is complete.” See DCMDE Sup, par. 13C1.
26. If no transaction documentation was available to send to the approving official with the statement, did the cardholder attach an explanation including an item description, date of purchase, merchant’s name, and why there was no supporting receipt?				“If no transaction documentation is available to send with the statement, the cardholder must attach an explanation that includes a description of the item, date of purchase, merchant’s name, and why there is no supporting documentation.” See DCMDE Sup, par. 14, 1c, Reconciliation.
29. Does the cardholder complete the reconciliation process and forward the statement of account to the approving official within five work days from receipt of their statement?				“The cardholder completes the reconciliation process and forwards the statement of account and any questionable Item Form(s) to the Approving/Billing official within (5) calendar days of receipt (or, if the statement is received on Friday of a three-day weekend, the statement shall be forwarded to the Approving/Billing official on the next business day).” See DCMDE Sup, par. 14, 1d, Reconciliation.
30. If the cardholder can not review the statement at the time it is received, does he/she make the records available to the approving official for review and certification of the statement?				“If the cardholder cannot review the statement at the time it is received, his or her records shall be made available to the Approving/Billing official for review and certification of the cardholder’s statement.” See DCMDE Sup, par. 14, 1d, Reconciliation.

31. In cases as described in surveillance No. 30 does the approving billing official annotate the statement as to why the cardholder's signature is not available and does the approving official review the statement with the cardholder upon his/her return?				"The Approving/Billing official will annotate the statement as to why the cardholder's signature was not available and that their signature is for payment purposes only." See DCMDE Sup, par. 14, 1d, Reconciliation.
32. Does the approving official review each of the cardholder's monthly statement(s) sign the monthly summary statement, and forward the monthly summary statement to the paying office within three work days after receipt from RMBCS?				"Forward the statement to DFAS within three days of receipt." See DCMDE Sup, par. 14,1a, Payment
33. Is the cardholder purchasing recycled products in accordance with Executive Order 12873, Greening the Government?				
34. Does the approving official retain supporting documentation on purchases by attaching it to his/her copy of the cardholder's monthly statement?				"Retain cardholder(s) statement(s) and supporting documentation on purchases. Records will be retained within each organization for three (3) years." See DCMDE Sup, par. 14, 1c, Payment Procedures
35. Is the cardholder handling disputes in accordance with the established procedures?				"Cardholders have 60 days from receipt of the SOA to dispute a transaction." See DCMDE Sup, par. 15F
36. Does the cardholder or the approving official notify the Disputes Officer on those purchases or credits that do not appear on the appropriate monthly statement?				"The Disputes contact is available to assist wherein the approving/billing official cannot resolve." See DCMDE Sup, par. 15D.

37. For purchases of repair of office equipment, has the cardholder coordinated with a contract repair representative to ensure the equipment was not covered under an existing preventive maintenance agreement or warranty?				“Before acquiring repair services for office equipment, the cardholder shall contact the contracting office to verify that the repair is not already covered by an existing preventative maintenance agreement. The name of the person contacted in base contracting shall be entered on the I.M.P.A.C. purchase request.” See DCMDE Sup, par. 11C8
38. When I.M.P.A.C. was used for construction services up to \$2,000.00 did the cardholder have an approved work order request on file?				
39. Was the cardholder offered a rebate from the manufacturer/retailer? Did the cardholder fill out the paperwork for the rebate and forward the request for rebate to the manufacturer/retailer?				Forward all rebate proceeds to: DCMDE, Ms. Lorraine Poccio, Chief, Liaison Group, Planning and Resource Management-MMS, 495 Summer St., Boston, MA; (617) 753-3150, email-bcf2430, fax X4119.
40. If the manufacturer/retailer sent a check with a rebate to the cardholder, did the cardholder forward the check to the Finance Office?				Forward all rebate proceeds to: DCMDE, Ms. Lorraine Poccio, Chief, Liaison Group, Planning and Resource Management-MMS, 495 Summer St., Boston, MA; (617) 753-3150, email-bcf2430, fax X4119.
41. Is the A/OPC notified in a timely manner of cardholder separation from activity?				
42. Have separated cardholder member's I.M.P.A.C. cards been canceled and timely notice provided to the A/OPC?				Prior to release of a cardholder, the Approving/Billing official must ensure the cardholder surrenders the I.M.P.A.C. to the Approving/Billing official no later than 45 days (whenever possible) prior to the scheduled departure/separation. The Approving official will destroy the I.M.P.A.C. by cutting it in half, complete the I.M.P.A.C. Card Destruction Notice, and forward the notice along with the card to the I.M.P.A.C. Program Coordinator. This action ensures that the cardholder clears their last billing statement. See DCMDE Sup, par. 21A.
43. Have all closed I.M.P.A.C. accounts been properly				Cardholders are responsible for any charges to their account until it is closed. See DCMDE Sup, par. 21A.

reconciled prior to close out?				
44. Does the Billing official conduct a periodic review of the continued need for a purchase card for each cardholder under his/her cognizance?				All Approving/Billing officials will maintain a current listing of cardholders, updated as required to the APC. The Billing Account Statement should be reviewed each month verifying that the US BANK information is current. Any area found in error should be reported to the APC for correction. See DCMDE Sup., par. 22.
45. Are there adequate security procedures in place to safeguard the purchase card and account number?				The cardholder shall safeguard the I.M.P.A.C. and account number at all times. When the I.M.P.A.C. is not being used, it shall either be carried on the cardholder's person or secured. The cardholder shall not allow anyone to use his/her I.M.P.A.C. or account number. A violation of this trust shall result in withdrawal of the I.M.P.A.C. from the cardholder and potential for subsequent disciplinary action.